

Safety

Kansas IDT Fatigue Management Program

By Order of the Adjutant General:

History. This is an update to an existing publication dated 01 October 2005.

JONATHAN P. SMALL
Brigadier General, KSARNG
Commander, KSARNG

Summary. This publication provides KSARNG units standards for the implementation and operation of the IDT Fatigue Management Program. It will be used in conjunction with other applicable KSARNG, NGB and Army directives.

Official:

Suggested Improvements. The proponent of this publication is the Office of the Deputy Chief of Staff for Logistics. Users are invited to send comments and suggested improvements to The Adjutant General's Department, ATTN: JFHQ-DCSLOG, 2800 SW Topeka Blvd, Topeka, KS 66611-1287.

JOE WHEELER
COL, GS, KSARNG
Chief of Staff

Distribution. A

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
Chapter 1 – Introduction		
Purpose -----	1-1	3
Scope -----	1-2	3
Definitions -----	1-3	3
References -----	1-4	6
Chapter 2 – Responsibilities		
Commander, KSARNG -----	2-1	7
Deputy Chief of Staff for Logistics -----	2-2	7
United States Property and Fiscal Officer -----	2-3	7
Major Subordinate Commands -----	2-4	8
Battalions -----	2-5	8
Companies/Batteries -----	2-6	8
Individual Soldiers -----	2-7	9
Chapter 3 – Program Execution		
Process Overview -----	3-1	9
Procedures -----	3-2	9
Special Situations -----	3-3	11
Documentation and Files -----	3-4	12
Chapter 4 – Financial Management		
Program Management Requirements -----	4-1	12
Program Administrator Requirements -----	4-2	13

TABLE OF CONTENTS (Continued)

	<u>Paragraph</u>	<u>Page</u>
Government Purchase Card Requirements -----	4-3	13
Individual Liability -----	4-4	13

Appendices

A – Internal Control Checklists -----	15
B – FY07 Kansas Per Diem Rates -----	16
C – Forms and Sample Letters -----	16

Figures

Figure C-1: ST-28G Kansas Sales Tax Exemption Certificate -----	17
Figure C-2: AGKS Form 385-1 IDT Fatigue Management Program Roster -	18
Figure C-3: Sample Request for Lodging Control Number -----	19
Figure C-4: Sample Letter to Hotel -----	20
Figure C-5: IDT Fatigue Management Checklist -----	21

Chapter 1

Introduction. The IDT Fatigue Management Program is designed to provide traditional Soldiers that reside 50 miles beyond their unit of record the option of staying in government funded quarters during multi-day, unit training conducted at home station. This SOP establishes the policies and procedures to be used in administering the program.

1-1. Purpose. The purpose of the program is "Soldier Safety" by providing a preventative measure in reducing Soldier fatigue. This program combats the ongoing safety issue to reduce POV accidents where fatigue is known to be a frequent accident cause or contributor.

1-2. Scope. The program is applicable for the following personnel under these prescribed conditions:

a. Traditional Soldiers that reside beyond 50 miles from their unit of record and,

b. Attending multi-day scheduled unit training events conducted at home station and,

c. In a paid IDT duty status in which,

d. Double Occupancy is utilized. Where necessary, officers will room with enlisted Soldier. Rank equivalency should be maximized, meaning officers should room with senior NCOs whenever possible. A single hotel or motel may not have enough double occupancy rooms available. In this case, units will be authorized to utilize more than one hotel or motel in the area on the same LCN to meet the double occupancy requirement.

Referring to 1-2b above, a training event that combines different types of IDT periods is considered an eligible scheduled multi-day, unit training event (i.e., an RMA or AFTP scheduled for Friday night before a MUTA 4). The program is not applicable for the following personnel or under the following conditions:

e. AGR Soldiers do not qualify for this program.

f. Traditional Soldiers performing duty in an AT/ ADSW/ ADT status.

g. Unit training conducted at locations other than home station (i.e., a unit traveling to Fort Riley or a unit conducting an RMA in another city. In the first case, unit will utilize government barracks or will be in a field training status; in the second case, unit will issue individual IDT travel orders).

h. Multiple IDT periods conducted on only one day (training must be conducted over consecutive days requiring the Soldiers to attend both days).

i. Unit commander determines that the unit remain overnight "*in the armory*" for training or safety purposes (this program is not an individual Soldier entitlement and will not interfere with the unit commander's priorities or training schedule).

j. Males and Females will not cohabitate. Exception: Cohabitation for married couples is at the discretion of the commander.

1-3. Definitions. This SOP uses the following terms as defined below.

Additional Charges. Charges incurred by an individual above and beyond the base room rate. These include, but are not limited to, additional guest charges, in-room movies, local telephone service access fees, long distance telephone charges, food, laundry services, internet access fees, assessed damages to rooms or room furnishings. Also included are any taxes associated with these charges or services above the base room rate. These charges are the individual's responsibility to pay and will be settled with the hotel upon checkout.

Alternate Line of Accounting. An additional accounting classification assigned to a GPC Cardholder's account. This line of accounting is different from the Default Line of Accounting and will be used to charge hotel bills incurred in the execution of this program. The cardholder must reallocate hotel charges to this line of accounting during monthly statement reconciliation in the CARE system.

Approving Official. The Approving Official is the GPC Cardholder's immediate supervisor and is appointed in writing by the USPFO. The Approving Official is responsible for reviewing the cardholder's monthly statement and ensuring that purchases are made IAW agency regulations. The Approving Official shall enforce the provisions of this program and initiate administrative and disciplinary procedures for misuse of the card.

Cardholder. The individual to whom a GPC is issued. The card bears this individual's name and may only be used by this individual to pay for authorized purchases.

Commuting Distance. The distance between a Soldier's HOR and Unit of Record. For the purposes of this program, this distance is less than 50 miles as determined by the Defense Table of Official Distances (DTOD).

Contracting Officer Representative (COR). For the purposes of this program, the GPC Cardholder coordinating lodging arrangements with local vendors are considered CORs. A COR has the ability to enter into agreements and make reservations with hotels within their Scope of Authority. A COR may be held liable for charges incurred as a result of exceeding the scope of authority.

Customer Automation and Reporting Environment (CARE). The web-based system used to track purchases, review purchases, and approve monthly statements. This system can be accessed at: <https://care.usbank.com>.

Default Line of Accounting. The standard line of accounting assigned to a GPC Cardholder's account. All purchases made with the card automatically default to this line of accounting. Purchases incurred that are not to be charged to the default line of accounting must be manually reallocated to an alternate line of accounting. For purposes of this program, the default line of accounting is for Class I (IDT Subsistence) charges; *Lodging cost does not fall under this default.*

Defense Table of Official Distances (DTOD). The DoD standard source for worldwide distance information used for computing distance between cities. The table can be accessed at: <https://dtod.sddc.army.mil>.

Direct Economic Benefit. A monetary or economic benefit that a government official would receive if an immediate family member was awarded a government contract. CORs are prohibited from contracting with a vendor if they would receive a direct economic benefit (i.e., a cardholder cannot utilize a hotel if he or his spouse owned or was part owner of the hotel).

Double Occupancy. Two people in one hotel or motel room.

Duty Station. The location of a Soldier's Unit of Record (the place at which the Soldier is assigned for regular duty or in the case of attachment, performs regular duty). Permanent Duty Station (PDS) and Home Station (HS) also fall under this definition.

Duty Status. The legal pay status that a Soldier is in at the time of performing duty. Duty statuses are IDT, AGR, AT, ADSW, AT.

Entitlement. The legal right to receive items of pay and/or allowances. Lodging provided under this program is not an entitlement.

Government Purchase Card (GPC). (Also referred to as IMPAC Card) The GSA SmartPay system contractor-issued card used for purchasing goods and services for unit use. The GPC will be the primary method of payment for rooms contracted under this program.

Government Travel Card (GTC). The GSA SmartPay system contractor-issued card used by individuals in a travel status for the purpose of procuring transportation and other authorized travel-related services. Soldiers will not use their individual GTC for any expenses (including additional charges) under this program.

Home of Record (HOR). The permanent physical address where a Soldier primarily resides. For the purposes of this program, Home of Selection or HOR at the time of entry onto active duty do not fall into this definition. PO Boxes, unit addresses, or dependent's/relative's residences will not be considered HOR in this program.

Inactive Duty Training (IDT). Training or duty other than active duty performed by National Guard Soldiers that includes Unit Training Assemblies, and training or other duty the Soldier is required to perform such as Equivalent Training, Additional Flying Training Periods, Civil Disturbance Training, or Simulations Training.

Lodging Control Number (LCN). Tracking number assigned to a unit requesting lodging for eligible Soldiers under this program. Receipt of a LCN is the authorization from the Program Administrator for the cardholder to pay for the requirements listed in the initial request. Cardholders that contract and pay for lodging without receiving a LCN may be held liable for the charges.

Permanent Change of Station (PCS). The assignment, detail, or transfer of a Soldier to a different duty station under competent orders which neither specify the duty as temporary, nor provided for further assignment to a new station, nor direct return to the old station.

Per Diem Rate (also referred to as Government Rate). The per diem allowance is a daily payment for expenses for lodging, meals, and related incidental expenses. For the purposes of this program, the Per Diem Rate refers to the maximum published rate for lodging, based on location, which a vendor may charge under the government rate. A vendor is not obligated to provide rooms to the government for this reduced rate. A COR's scope of authority does not exceed the Per Diem Rate. This rate varies from location to location and can be accessed at: <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates>. (FY07 Kansas Rates are found in Appendix B)

Program Administrator (PA). The state-level IDT Fatigue Management Program correspondent and administrative liaison to KSARNG units.

Program Manager (PM). The state-level funds manager of the IDT Fatigue Management Program.

Program Officer In Charge (POIC). Maintains Oversight of the IDT Fatigue Management Program at the state level.

Quarters. For the purpose of this program, two types of quarters are referred to:

a. Government Quarters. Government owned and operated (to include Non-Appropriated Fund run). These include RCSD Barracks at Ft Riley, Hoge Hall at Ft Leavenworth, and Nickel Barracks at the Kansas Training Center in Salina.

b. Funded Quarters (also referred to as contract lodging or funded lodging). Lodgings or other quarters obtained by US Government contract. These include commercial hotels or dormitories paid for by contract or GPC.

Reallocation. The process used by the GPC cardholder or approving official in CARE of changing the accounting classification of a purchase from the default line of accounting to an alternate line of accounting.

Recruit Sustainment Program (RSP). Centralized KSARNG training program for pre-Initial Entry Training Soldiers during IDT.

Report of Survey (ROS). Process used to determine liability for damaged or lost government owned or leased equipment or facilities.

Scheduled Unit Training. Unit training that is scheduled and approved by DCSOPS as part of the unit Yearly Training Plan. For the purposes of this program the scheduled unit training will refer to the following types of IDT training:

- a. Multiple Unit Training Assemblies (MUTA)
- b. Additional Unit Training Assemblies (AUTA)
- c. Readiness Management Periods (RMP)
- d. Additional Flight Training Periods (AFTP)

Scope of Authority. The authority granted to a COR to enter into agreements or contracts with commercial vendors that bind the government. CORs under this program have a limited scope of authority to contract lodging. This scope is:

- a. The individual room rate must not exceed the published government rate and,
- b. Contract lodging can not be used for individuals not specifically eligible under the program.

Statement. The statement of account is a monthly listing of all payments authorized for purchases and credits made by the cardholder and billed by the vendor.

Statement of Non-availability (SNA). Written letter or control number issued to a unit representative or individual by a representative of government owned quarters/housing office when no government quarters are available for use.

Split Purchase. A purchase of a single item or service from a single vendor that is split into multiple payments on the GPC. This practice is prohibited and most often occurs when the total purchase price exceeds the \$3000 single purchase limit.

Taxes. Tax authorized by local or state government that is assessed either by percentage or by flat-rate on an item or service and that is payable to the vendor at time of sale. For the purpose of this program, taxes will generally fall into two categories:

a. Sales Tax. Tax paid into the governmental entity's general revenue fund. The federal government is exempt from paying any sales tax. However, additional charges incurred by a Soldier are taxable and must be paid by the individual Soldier.

b. Occupancy Tax. (May also be referred to as a bed tax). Tax paid into a fund specifically for the promotion of tourism and travel for the local area. This federal government is not exempt from this tax.

Travel Status. The status a Soldier is in when traveling on official orders. Soldiers attending scheduled unit training at their duty station is not in travel status.

Vendor. The provider of commercial items or services (a hotel may be referred to as a vendor).

1-4. References.

- a. AR 385-55, Prevention of Motor Vehicle Accidents, March 1987
- b. DoD Financial Management Regulation, Volume 7a, Military Pay Policy and Procedures- Active Duty and Reserve Pay, March 2005 and Volume 9, Travel Policy and Procedures, March 2005
- c. USPFO-KS Cardholder's Manual for Governmentwide Commercial Credit Card Service, Oct 2000

- d. Defense Table of Official Distances, version 18.1, <https://dtod.sddc.army.mil>
- e. Joint Federal Travel Regulation, Uniformed Service Members, Volume 1, December 2004
- f. NGR 210-50, Chargeable Transient Quarters and Billeting Fund Management, August 2004
- g. NGR 350-1, Army National Guard Training, June 1991
- h. CONUS Per Diem Rate Table, <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates>

Chapter 2

Responsibilities

2-1. Commander, KSARNG.

- a. Approve the program and ensure that KSARNG units and activities comply with program guidelines.
- b. Ensure internal controls are established to prevent waste, fraud and abuse in the program.
- c. Evaluate the program to ensure that it is producing a tangible safety benefit IAW the program intent (See 3-4).

2-2. Deputy Chief of Staff for Logistics (DCSLOG).

- a. The proponent of the IDT Fatigue Management Program.
- b. Administer and manage the program to include:
 - 1. Maintain IDT Fatigue Management Account
 - 2. Process requests for and issue LCNs
 - 3. Monitor execution of the program at the unit level
 - 4. Maintain files and documentation
- c. Provide program training to units, cardholders, and approving officials.
- d. Establish internal controls to prevent waste, fraud, and abuse in the program.
- e. Recommend changes to the program and Internal Review audits as required.

2-3. US Property & Fiscal Officer (USP&FO).

- a. Issue GPC to designated unit cardholders.
- b. Ensure program funds are properly received, executed, and accounted for.
- c. Assist in providing training as required.
- d. Recommend changes to the program as required.
- e. Conduct Internal Review audits as required.

2-4. Major Subordinate Commands (MSC).

- a. Monitor subordinate units program compliance.
- b. Recommend changes to the program and Internal Review audits as required.

2-5. Battalions.

- a. Monitor subordinate unit's program compliance.
- b. Validate requirements submitted by subordinate units to Program Administrator.
- c. Ensure LCNs issued from Program Administrator to subordinate units.
- d. Review and approve GPC Approving Official statements in a timely manner.
- e. Forward CARE reports to Program Administrator monthly.
- f. Execute internal controls and inspect program execution in subordinate units.
- g. Recommend changes to the program and Internal Review audits as required.

2-6. Companies/Batteries.

- a. Commanders and Leaders at all levels will ensure compliance with applicable policies prescribed by this SOP and other applicable regulations.
- b. Identify requirements for lodging under the program.
- c. Coordinate with local hotels for required lodging.
- d. Request, receive and document LCNs.
- e. Confirm and adjust requirements as needed.
- f. Maintain rosters and other attendance documentation as required.
- g. Validate charges and settle bills with hotels at the time of checkout.
- h. Forward required documentation in a timely manner to the Program Administrator.
- i. Review and approve charges in CARE in a timely manner. Reallocate, or dispute as required.
- j. Initiate Financial Liability Investigation of Property Loss (FLIPL) for room damages as required in a timely manner.
- k. Recommend changes to the program as required

2-7. Individual Soldiers.

- a. Keep unit and first line supervisors informed of changes in personal schedules that may conflict with lodging requirements and drill attendance. If this does not occur in a timely manner the Soldier may be held financially responsible as results of a FLIPL.
- b. Pay for any and all additional charges incurred at the time of checkout.
- c. Follow all instructions from unit program rep and first line supervisors.
- d. Provide feedback on the program.

Chapter 3
Program Execution

3-1. Process Overview. The key link in the program is the unit level. It is at this level where the safety and retention benefits will be won or lost. Maintaining a proactive approach and attention to detail at the unit level, where NCOs and Commanders interface with their Soldiers, will result in positive and safe IDT experiences for the unit members and a positive economic impact on the local community. Failure to identify requirements or make adjustments in a timely manner can result in Soldiers feeling disenfranchised, increased workload on the unit full time staff, and most importantly, unnecessary risk for those driving long distances to participate in training.

The basic steps in the program are (detailed step-by-step instructions are in paragraph 3-2):

- a. The Unit identifies lodging requirements for those eligible Soldiers and coordinates with local hotels for double occupancy rooms during the scheduled unit training event, (see 2-7a).
- b. The Units then submit the requirements to Program Administrator for a LCN and carbon copies the battalion, who in turn monitors and validates the requirements and requests made by subordinates.
- c. The Program Administrator reviews the requirements and issues a LCN.
- d. Once the unit receives the LCN, confirmation is made with the hotel(s). The unit monitors projected attendance, making adjustments to the requirements as necessary. Understood factor: There will be cases that Soldier to room ratios will not allow double occupancy. There may be certain scenarios that may require an exception to policy request be submitted through the Program Administrator. This request must be approved and granted prior to obligation of IDT Fatigue Management funds.
- e. At drill, eligible Soldiers are notified where lodging is provided. The Soldier checks in at the prescribed Motel.
- f. Unit Class I cardholder settles the bill with the hotel after checkout or as arranged.
- g. Unit prepares and forwards required documentation.
- h. At the end of the GPC billing cycle, cardholders and approving officials approve and reallocate charges made on the GPC.

3-2. Procedures.

- a. Prior to training event.

1. Initial Unit Level Coordination. Units identify those eligible Soldiers (para 1-2) that will be attending the training and require lodging. As early as possible, the unit coordinates with a local hotel to reserve enough

rooms to meet the requirement. Double occupancy is the standard. Units are also advised to not continually favor one vendor over other vendors in the local area, unless they can demonstrate reasonable justification for doing so (i.e., other vendors are considerably further from the armory or in undesirable neighborhood, other vendor does not meet minimum sanitation standards, etc). No later than (NLT) 10 days prior to the training, the unit submits the requirements via memo and checklist (the sample request and checklist are in Appendix C) to the Program Administrator and carbon furnish a copy to the Battalion (BN).

During this coordination, the unit ensures:

(a) The room rate will not exceed the government rate.

(b) The hotel is provided with a ST-28G Kansas Sales Tax Exemption Certificate (Figure C-1).

(c) The hotel has enough rooms to meet the requirement.

(d) The hotel agrees to only deal directly with the unit Class I cardholder or rep (individual Soldiers are not authorized to make arrangements with the hotel) and that any additional charges incurred by individual Soldiers will not be paid for by the federal government. The hotel must understand the Soldier is responsible for individual charges.

(e) A confirmation number is received.

(f) The total amount of the bill will not exceed \$3000 (refer to para 3-3 for further guidance).

(g) A favorable cancellation time/date is agreed to (units are strongly encouraged to negotiate for a NLT 1200 on date of arrival cancellation time, which will enable the unit to make last minute adjustments based on the attendance at morning formation).

(h) Hotels selected with more than three floors must be equipped with a fire sprinkler system.

(i) Doing business with the hotel does not result in a direct economic benefit to the cardholder or unit leadership (refer to para 1-3).

2. Battalion-State Level Coordination. The battalion reviews and validates the requirements for each of their subordinate units.

3. Unit Level Confirmation. The unit needs to maintain visibility of the lodging requirements and make adjustments as needed following the steps above. Minor negative adjustments do not require further coordination with the Program Administrator, but the battalion may direct that the unit provide any information it deems necessary. Major negative adjustments (\$500 or greater) need to be forwarded to the Program Administrator. All upward adjustments of the requirements will require a separate request for LCN. Units are encouraged to stay in close contact with their Soldiers as the training event approaches to ensure that timely adjustments can be made. Units identified as routinely grossly overstating their requirements (i.e., reserving 15 rooms but only utilizing 5-6 rooms) will be reported through the chain of command. These actions may result in local business avoiding doing future business with the KSARNG and ties up constrained resources that may be better utilized elsewhere.

b. During training event.

1. First Day. Unit confirms at first formation those eligible Soldiers who are present and will require lodging. Unit makes any last minute cancellations with the hotel prior to the agreed upon cancellation time. Unit administers room assignments, reporting requirements, and other unit specific requirements. Prior to release for the day, the unit instructs the Soldiers on:

(a) Location of hotel and check-in time.

(b) Additional Charges policy (i.e., Soldiers must pay with cash or personal credit card - not the Government Travel Card) and checkout policy.

(c) Sign in roster requirement.

(d) Unit safety briefing.

2. Last Day. Units are strongly encouraged to pay the bill upon checkout to ensure that any additional charges are paid by the individual Soldiers before they are released to return home or that sales tax is not included in the total. Cardholders that apply additional charges or rooms for ineligible Soldiers to their GPC are exceeding their scope of authority and may be held liable for unauthorized charges paid for by the government (refer to para 4-4 for further information on personal liability). In some cases, it is impractical for the Class I cardholder to physically settle the bill on the spot with the hotel (i.e., units with multiple detachments). To accomplish this, the unit has the latitude of coordinating a mutually satisfactory arrangement with the hotels.

c. After training event.

1. Documentation. NLT 10 days after the training event, the unit will compile and forward the following documents to the Program Administrator through their battalion:

(a) Copies of all AGKS 385-1 (IDT Fatigue Management Program Roster) complete with signatures from each Soldier that received lodging, unit commander's signature, and annotated with the issued LCN.

(b) Copy of signed unit DA 1379.

(c) Copy of all hotel bills.

(d) Copy of IDT Checklist with IMPAC CARE Transaction Report.

2. Program Administrator Review. Upon receipt of the supporting documentation, the Program Administrator will review it for:

(a) Eligible Soldier participation and attendance (how many rooms were requested vs. how many were used, and were only present eligible Soldiers provided lodging).

(b) Billed charges (were only authorized charges paid for and were they within the approved amount).

3. GPC Statement Reconciliation. Refer to para 4-3.

3-3. Special Situations.

a. Leavenworth and Salina Duty Stations. Units located in Leavenworth and Salina will utilize the government quarters at Hoge Hall or Nickell Hall. If insufficient quarters are available to meet the requirements, the unit must obtain a SNA control number. The company will then coordinate with local hotels and forward a copy of the SNA with the AGKS 385-1 when requesting a LCN.

b. No lodging available. It is possible that there will be community or area related events that occasionally cause all of the local hotels to sell out early (i.e., hunting season, college graduations, state fair, etc). If a unit is unable to secure lodging due to no rooms available, the unit has the latitude of opening up the armory drill floor (*Note: this program is not an entitlement.*). Under no circumstances will a unit lodge eligible Soldiers in hotels further than 20 miles from the armory. If a unit wishes to use a hotel in another town (within 20 miles), the unit commander must provide compelling justification when requesting the LCN.

c. Multiple hotels. In larger units, during local special events, or the parameters of double occupancy it is possible that a single hotel may be unable to reserve enough rooms to meet the unit requirement. Units are authorized to negotiate with more than one hotel in order to meet the requirement. A separate AGKS 385-1 is required for each hotel, but all will be consolidated and forwarded utilizing the same LCN for that training event.

d. Total requirement in excess of \$3000. In cases where a single hotel can meet the unit requirement and the total cost exceeds the GPC \$3000 single purchase limit, the unit will submit a DA3953 when requesting the LCN. In this instance, the USPFO would contact the hotel and make payment arrangements (either through USPFO held GPC or under a contract). Units are still required to ensure all other program requirements are accomplished (i.e., ensuring no additional charges, ensuring Soldiers signed the roster, forwarding documentation, etc), but are relieved from paying the bill.

d. No government rate available. It is possible that during local special events, local hotels are unwilling to provide rooms at the government rate. Units are not authorized to contract for more than the government rate. Units will then exercise the options available in para 3-3b (*Note: this program is not an entitlement.*).

e. Family Accompanying Soldier Option. If a Soldier elects to have his family accompany him, the KSARNG is only responsible for the Soldier's portion. Soldiers electing this option will use the same hotel as the unit. The KSARNG will not be responsible to pay for reservations made by individual Soldiers. The Soldier is responsible for paying the remainder directly to the hotel upon checkout.

f. Use of the Armory. Unit Commanders have the flexibility to continue to utilize space in the armory to billet personnel when it is more advantageous to the Soldier, when it is more conducive to unit priorities or training schedules, or in the circumstances described in para 3-3b or 3-3d.

g. Excessive Travel Distances. Soldiers that reside beyond 125 miles of their unit of record are eligible to receive government funded quarters for the night before a scheduled multi-day unit training. The scheduled training must begin prior to 0900 hours and the Soldier must request the lodging through the unit prior to the day of arrival. Due to the problems associated with canceling rooms after 6pm, the unit is not required to automatically secure lodging for these eligible Soldiers.

3-4. Documentation and Files. Units are required to maintain file copies of LCN requests, AGKS 385-1s, and hotel bills for a minimum of two years. Battalions are not required to maintain files on the program unless otherwise directed. The Program Administrator will maintain files consisting of the items listed in para 3-2c for a period of three years. This documentation will provide the basis for forecasting future funding requirements, identifying recommendations for improvement to the program, and determining if the program is meeting its safety objective (see 2-1c for more information.) All files will be maintained IAW the Army Record Information Management System (ARIMS).

Chapter 4

Financial Management

4-1. Program Management Requirements. The Program Manager is responsible for maintaining the IDT Fatigue Management Program account. These duties include:

a. Forecast program requirements and updating the obligation plan in AFCOS to ensure that allotment is received when required.

b. Track receipt of Funding Allocation Targets for the program.

c. Obligate the program's forecasted requirements on a monthly basis via AGKS Form 42 adjusting the DD Form 2406 (Miscellaneous Obligation Document).

d. Maintain a commitment ledger.

- e. Coordinate with USPFO-ARC-A to ensure timely and accurate obligation/deobligation of program funds.
- f. Review unit requests for funds availability. Upon completion of a training event, review documentation to ensure that available funding was not exceeded or that unauthorized charges were paid for by the government.

4-2. Program Administrator Requirements. The Program Administrator is responsible for maintaining the following responsibilities of the IDT Fatigue Management program:

- a. Maintain a Lodging Control Number log.
- b. Review unit requests for reasonableness and compliance. Upon completion of the training event, review the documentation to ensure that funding was not exceeded or that unauthorized charges were not paid for by the government.
- c. The PA will verify 90 percent of the unit's monthly transactions by comparing the LCN against the monthly AGKS Form 385-1 in addition to verifying the AGKS Form 385-1 against the units DA Form 1379 and Soldier's motel receipts.

4-3. Government Purchase Card Requirements. Unit Class I Card is the primary method of payment for the program, with a USPFO-S&S Class I GPC or the USPFO-ARC-Exam payment GPC being the alternate methods. Each Class I Cardholder needs to be appointed in writing by the USPFO and receive training on use of the GPC and use of the CARE system (USPFO-P&C is responsible for conducting this training for new cardholders). The approving official for the Class I cardholder and the USPFO-S&S Class I cardholder will have an alternate line of accounting added to their billing accounts (USPFO-ARC is responsible for adding this in the CARE system). Monthly statement reconciliation must occur by both the cardholder and the approving official:

a. Cardholder Statement Reconciliation. At the end of the monthly GPC billing cycle (on or around the 23rd of the month), the cardholder will:

- 1. Verify all charges made in CARE.
- 2. Dispute any unverified charges with the vendor.
- 3. Reallocate the charges from the default line of accounting to the alternate line of accounting.
- 4. Approve the statement and inform the approving official that it is ready for his review.
- 5. Run "Monthly Transaction Summary" report in CARE and forward it to the Program Manager.

b. Approving Official Statement Certification. The cardholder's approving official will then:

- 1. Review the charges approved by the cardholder in CARE.
- 2. Ensure that all charges were reallocated appropriately.
- 3. Certify the Billing Statement for payment.

4-4. Individual Liability. If the program is not executed correctly, or if an individual Soldier chooses not to follow instructions, then individual liability may be assessed directly to the Soldier, cardholder, or Commander for charges incurred. Generally, these will fall into to one of three categories: Soldier, Cardholder, or Commander.

a. **Soldier Liability.** Individual Soldiers are responsible for additional charges they may incur and are to pay the hotel directly. In cases of theft or damage to rooms or furnishings, the individual Soldier should also pay the hotel directly. If the Soldier is unable to do so, or the damage was discovered after checkout, then the cardholder may pay the charges with the GPC. The unit will then initiate a FLIPL or Cash Collection or a Statement of Charges. This is not the preferred method of settling the issue with the hotel. The Report of Survey process is lengthy. The recoupment of pay following establishment of liability does not go back into the IDT Fatigue Management program. The cardholder will not pay for additional room charges as defined in para 1-3 other than damages related to motel room.

b. **Cardholder Liability.** The cardholder must ensure that he or she is operating within the scope of their authority (definition found in para 1-3). If a cardholder exceeds his/her scope of authority, then he/she may be held liable for those charges that exceeded the scope.

c. **Commander Liability.** Failure to meet the spirit and intent of this program may result in initiation of punitive actions by the DCSLOG. Commanders may incur liability for failure to execute reservations. A FLIPL may be initiated to determine at what level of command potential financial liability resides. "No shows" must be identified as far ahead as possible and corresponding reservations cancelled immediately.

Appendix A
Internal Control Checklists**A-1. Unit Level.**

- a. Is lodging being contracted only for multi-day scheduled IDT unit training events?
- b. Are only eligible Soldiers receiving contract lodging?
- c. Are all sign-in rosters complete with signatures of Soldiers that received lodging?
- d. Are only authorized charges being paid for by KSARNG? (no additional charges listed as Soldier responsibility or sales tax, note: occupancy tax is authorized)
- e. Are any contracts resulting in a direct economic benefit to unit cardholder or unit leadership?
- f. Are there any instances of split purchases?
- g. Are there any instances of contract lodging exceeding the published government rate?
- h. (For Leavenworth and Salina units) Is the unit utilizing government quarters? If not, are Statements of Non-availability on file?
- i. Does the unit have valid Lodging Control Numbers for each request?
- j. Is the unit maintaining files IAW the IDT Fatigue Management Program SOP?
- k. Are Financial Liability Investigations of Property Loss (or Cash Collection / Statement of Charges) for damages assessed to rooms being initiated in a timely manner?
- l. Was double occupancy utilized when possible?

A-2. State Program Administrator.

- a. Are Lodging Control Numbers issued for valid training events?
- b. Are only authorized charges being paid for by KSARNG?
- c. Are there any instances of contract lodging exceeding the published government rate?
- d. Are IDT Fatigue Management Program funds being executed within the scope of the program (time, purpose, amount, authorization)?
- e. Is the chain of command notified in cases of units exceeding scope of authority or misuse of program?
- f. Are files maintained IAW the IDT Fatigue Management Program SOP?
- g. Is training for unit cardholders documented?

Appendix B
Fiscal Year 2007 Kansas Per Diem Rates

The following are the max government lodging rates per night for Kansas localities effective 19JUL07:

a. Fort Leavenworth (Leavenworth County)	\$60
b. Fort Riley (Geary, Riley, and Pottawatomie Counties)	\$67
c. Manhattan (Riley County)	\$67
d. Kansas City (Johnson and Wyandotte Counties)	\$96
e. Wichita and McConnell AFB (Sedgwick County)	\$75
f. Topeka and Forbes Field (Shawnee County)	\$60
g. All other locations not listed	\$60

Appendix C
Forms and Sample Letters

Forms and sample letters used in the IDT Fatigue Management Program are included in this Appendix:

- a. ST-28G Kansas Sales Tax Exemption Certificate (Figure C-1)
- b. AGKS Form 385-1 IDT Fatigue Management Program Roster (Figure C-2)
- c. Sample Request for Lodging Control Number (Figure C-3)
- d. Sample Letter to Hotel (Figure C-4)
- e. IDT Fatigue Management Checklist (Figure C-5)

KANSAS DEPARTMENT OF REVENUE
U. S. GOVERNMENT, FEDERAL AGENCY OR INSTRUMENTALITY EXEMPTION CERTIFICATE

The undersigned purchaser certifies that the tangible personal property or service purchased from:

Seller: _____

Business Name

Address: _____

Street, RR, or P. O. Box

City

State

Zip + 4

is exempt from Kansas sales and compensating use tax for the following reason:

K.A.R. 92-19-77 exempts all **direct** purchases by the United States, its agencies or instrumentalities for their use, except when federal law provides that a particular agency or instrumentality will be subject to a state's tax laws. To qualify as a direct purchase, each bill, contract or other evidence of the transaction must be made out to the United States, its agency or instrumentality, and payment must be made by a federal check, warrant or voucher.

Description of tangible personal property or services purchased:

The undersigned understands and agrees that if the tangible personal property or services are used other than as stated above or for any other purpose that is not exempt from sales or compensating tax, the undersigned purchaser becomes liable for the tax.

Purchaser: _____

Name of Federal Entity

Address: _____

Street, RR or P. O. Box

City

State

Zip + 4

Authorized Signature: _____ Date: _____

THIS CERTIFICATE MUST BE COMPLETED IN ITS ENTIRETY.

WHO MAY USE THIS CERTIFICATE?

Any agency or branch of the U. S. Government may use this certificate, such as the U. S. Post Office, Internal Revenue Service, Department of Agriculture, Secret Service, FBI, American Red Cross, Federal Aviation Administration, and all branches of the armed forces. The word "National" or "Federal" in the title of the entity does NOT necessarily mean it is an agency of the federal government. For example, Federal Credit Unions and Federal Savings and Loans are exempt, but National Banks are not federal agencies and thus are not exempt.

WHAT PURCHASES ARE EXEMPT?

Any item of tangible personal property or labor services (except as noted below) may be purchased by the federal government or any of its agencies exempt from sales tax with this certificate. If the charges are billed directly to and paid directly by the federal government, the transaction is exempt from Kansas sales tax as a direct purchase.

Sales made to and paid for by an agent, employee, or other representative of the United States, its agencies or instrumentalities are TAXABLE, even when the agent or employee: 1) is on official business on behalf of the U. S. or any federal agency, 2) is on per diem (allowance for daily expenses), 3) is on an expense account, or will otherwise be reimbursed by the federal agency, or 4) has or will receive federal moneys, credits, or other assets to pay for the transaction. For example, a federal employee on per diem must pay sales tax on car rentals, unless using one of the centrally-billed federal credit cards discussed below.

EXCEPTION FOR SLEEPING ROOM RENTALS: Effective July 1, 2002, the rental of sleeping rooms by hotels, motels, accommodation brokers, etc. to the federal government, its agencies, officers or employees is exempt from sales tax when the room rental is made in association with the performance of official federal government duties. This sales tax exemption on indirect purchases by federal employees applies **ONLY** to the rental of sleeping rooms.

FEDERAL CREDIT CARDS: The General Services Administration (GSA) issues "GSA SmartPay" credit cards to federal employees for official use. Purchases by a federal employee with a "For Official Government Fleet Use Only" or "For Official Government Purchase Use Only" Voyager, VISA, or MasterCard are exempt because these cards are centrally billed to the federal government. Purchases made using a "For Official Government Travel Use Only" VISA or MasterCard are exempt only if the sixth digit of the account number is a 0, 6, 7, 8 or 9; if the sixth digit is 1, 2, 3, or 4, the charge is taxable. Purchases made with a "For Official Government Use Only" MasterCard (an integrated use card) are exempt if the purchase is tangible personal property or fuel, repair services and other items related to vehicles, airplanes and boats. Other purchases, such as travel expenses, are taxable if the sixth digit of the account number is a 1, 2, 3, or 4, and exempt if the sixth digit is 0, 6, 7, 8, or 9. For a more complete discussion of federal credit card transactions, obtain the policy document entitled "Federal Credit Cards." It is available from our offices or from the Policy Information Library on our web site: www.ksrevenue.org.

CONSTRUCTION, REPAIR OR REMODELING PROJECTS. This certificate may also be used to purchase labor services exempt from sales tax. HOWEVER, when the U. S. government, federal agency or instrumentality contracts for the repair, remodeling, or construction of a building or other project, it must request and obtain a Project Exemption Certificate from the department so that the contractor, subcontractor, or repairman (such as a carpenter, electrician, or plumber) may purchase materials for the project exempt from sales tax. In the absence of a Project Exemption Certificate, only the contractor's labor services are exempt as a direct purchase. The contractor's invoice to the federal entity will include the sales tax paid or accrued on the materials used.

ST-28G (Rev. 6/02)

Figure C-1. ST-28G Kansas Sales Tax Exemption Certificate

Unit Letterhead: _____

Lodging Control Number:

Address: _____

POC:

Phone:

Fax:

Page ____ of ____

# R O O M S	Name of Motel:		Motel Clerk Contacted:				Date of Reservation:			Motel FAX #: Phone:		
	Room #	(Please verify with photo ID) Name (Last, First)	Last 4 digits SSN	HOR Zip Code	Dates Auth From-To	# Nights Auth	M/F Male/Female	Room Cost	Gov Cost per Night	Total Gov Cost	Total Cost to Member	Initials At check-in
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Unit Commander Signature _____

(UNIT LETTERHEAD)

Office Symbol (385-55)

(DATE)

MEMORANDUM THRU (Higher Bn HQ)

FOR JFHQ-DCSLOG (Attn: IDT Fatigue Management Program Administrator)

SUBJECT: Request for Lodging Control Number

1. Request Lodging Control Number for the following purpose:

a. Training Event: _____ (MUTA 4, AFTP, RMA ICW MUTA4, etc)

b. Dates: _____

c. Total Number of Rooms Requested: _____

d. Name of Hotel(s): _____

e. Individual Room Rate: _____

f. Number of eligible Soldiers: Male Female

(1) Enlisted _____ _____

(2) Officer _____ _____

g. Total Cost for training event: _____

2. I have reviewed the list of eligible Soldiers and certify that they reside beyond 50 miles from their unit of record and are required to attend all days of this training event. I will ensure that Soldiers are fully briefed on their responsibilities under this program.

3. The method of payment will be (circle appropriate method):

(if less than \$3000) Unit Class I GPC Unit Class I Cardholder Name _____

(if \$3000 or more) USPFO GPC (DA 3953 attached)

4. Unit POC this request is: _____

COMMANDER NAME
RANK, BR, KSARNG
Commanding

Figure C-3. Sample Request for Lodging Control Number

(UNIT LETTERHEAD)

DATE

Dear Hotel Manager,

The Kansas Army National Guard is initiating a new program to provide hotel rooms to Soldiers that must travel more than 50 miles to their armory in order to attend training. We are interested in arranging for a block of rooms with your establishment for one or more weekends. If a satisfactory arrangement can be made, this may result in repeat business for your hotel. There are some requirements that the KSARNG has under this program and are explained below:

Rooms provided must meet the published government rate for your area. Your establishment must accept Visa payment. Sales tax must be exempted (unit can provide a tax exempt certificate for your files). The Kansas Army National Guard will only pay for the base room rate; any additional charges for movies, telephone or internet service, food, etc must be paid by the individual Soldiers upon checkout (if your establishment has the ability to put a "block" on such charges unless paid for in cash by the individual, that would be an ideal way to ensure that all charges are taken care of).

Prior to the training, a unit representative will coordinate with you and make the room reservations. The Kansas Army National Guard will only pay for those rooms coordinated by this representative and will not pay for reservations made by individual Soldiers. We must have the option of canceling one or more rooms on the day of arrival, but will contact you no later than 12:00 noon on that day to do so.

We hope that we can come to a satisfactory arrangement whereby our long-distance commuting Soldiers can have a safe and comfortable place to rest while here in our community on training. The unit representative is _____ and can be reached at _____. I thank you for your continued support of the Kansas Army National Guard.

COMMANDER
RANK, BR, KSARNG
Commander

Figure C-4. Sample Letter to Hotels

IDT Fatigue Management Checklist

CURRENT MONTH	
Lodging Control Number	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>
Unit: _____	
Unit _____	
Location: _____	
City/Town where IDT Fatigue Management was provided: _____	
Name of Hotel/Motel: _____	
1. Documentation Attached:	
A. Was the signature of each soldier on 385-1 that received lodging?	
B. Did each soldier who signed the 385-1 list the last four of their SS #?	
C. Did the Unit Commander sign the 385-1?	
2. Did each soldier who received IDT Fatigue Management meet the criteria for lodging?	
If not, submit a memo describing reason(s) for deviation.	
3. Is the signed copy of unit DA 1379 and/or all certified 680-1 attached?	
4. Is a copy of the hotel/motel statement attached?	
A. Does the hotel receipt include a signed GPC receipt, the total amount paid and the last 4 numbers of the credit card used?	
B. Is a copy of each individual's bill (to include name of the individual) included?	
5. Total number of paid IDT Fatigue Management nights.	
6. Total Number of IDT Fatigue Management nights paid but not used.	
MEMO from AO or CDR required as to the reason rooms not used.	
NEXT MONTHS LODGING CONTROL NUMBER REQUEST	
Lodging Control Number requested for (DATES) _____	
A. Number of IDT Fatigue Management nights needed.	
B. Location of lodging.	
C. Room cost per night.	
D. Estimated IDT Fatigue Management cost.	
Number of rooms requested () multiplied by room cost () = \$ _____.	
E. Verified mileage from HOR zip code to armory of each Soldier being requested for lodging qualifies per KS IDT Fatigue Management SOP.	
PRIOR MONTH	
I verified that purchases were REALLOCATED to the IDT Fatigue Management account for the month of _____ on _____.	
(in order to validate Include copy of the IMPAC CARE "Cardholder Full Transaction Detail Report".)	
_____ Signature	_____ Date
	_____ Print Name
<div style="display: inline-block; width: 50px; height: 20px; background-color: #cccccc; border: 1px solid black;"></div> Boxes shaded gray should be answered Yes or No.	

Figure C-5. IDT Fatigue Management Checklist